



Job Opportunity

State Controller's Office

Position: Associate Information Systems Analyst (Specialist) | Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, Sacramento, CA 95814

Issue Date: 06/13/00

Final Filing Date: Until Filled

Contact/Telephone:

Eleanor Alvarez, (916) 445-6509

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-812-1470-xxx

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the direction of a Staff Services Manager II, the incumbent performs information technology tasks associated with the design, development, implementation, and maintenance of statewide automated systems.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

Perform information technology tasks associated with the design, development, implementation, and maintenance of automated systems. Specific tasks include:

- Assist contractors regarding the State's technical infrastructure, environment, and existing automated systems.
- Review and evaluate technical designs to ensure compliance to the Controller's Office technical requirements, standards, guidelines, and strategic plan.
- Review and accept contractors' information technology deliverables.
- Conduct testing of contractors' delivered systems.
- Provide ongoing support of automated systems following State's acceptance. Tasks include
 - Monitor and configure interfaces to the automated system.
 - Identify and report technical issues and problems.
 - Assist end-user departments.

Support the business team in system analysis, design, development, testing, implementation, and maintenance activities. Review current and proposed business practices and proposed system changes and enhancements to achieve optimal technical solutions.

Represent the Controller's Office at meetings, workshops, and project related activities. Compile and compose reports for the Controller's Office and other interested parties.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



Applications will be screened and only the most qualified will be interviewed

How to Apply:

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division

300 Capitol Mall

Sacramento, CA 95814

Attn: Eleanor Alvarez